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# Example of Loan Coordinator Job Description

Our growing company is searching for experienced candidates for the position of loan coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for loan coordinator

* Create and modify departmental Policy and Procedures as necessary
* Complete incidental department duties as assigned.Search Jobs US
* Reviewing the loan application package for completeness and accuracy
* Work closely with Loan Officers and Underwriters
* Assist with loan approval process as needed
* Communicate with Operations Manager and Lending Department to help ensure proper time management of file process
* Works and communicates well with other team members
* Assists with wires (incoming/outgoing)
* Understand and comply with industry regulations
* Maintains customer confidence by keeping client information confidential

## Qualifications for loan coordinator

* Ability to adapt to change.• Works well under time constraints.• Computer literate.• Consistency in order to ensure service levels are met
* 2 years experience in supporting a senior executive in an administrative capacity
* At least one year of experience in a call center or at least one year of experience in loss mitigation
* 2 years of experience in a loss mitigation call center
* 1 year of highest risk loss mitigation experience in Financial Services
* Computers, Programs and Design – Proficient in Microsoft Outlook and Microsoft Suite including but not limited to Word, Excel and PowerPoint